



## **Call for Projects (CFP)**

### **Mobile Source Emission Reductions Competitive Bidding Program**

**November 1, 2004**

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# **CALL FOR PROJECTS**

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# PROJECTS TO REDUCE MOBILE SOURCE EMISSIONS

## 2003-2005 CALL FOR PROJECTS (CFP)

### I. INTRODUCTION

The Mojave Desert Air Quality Management District (MDAQMD) has established the Mobile Source Emission Reductions Competitive Bidding Program to award funds to local governments, government agencies, private sector businesses, educational institutions and research institutions capable of effectively utilizing funds to reduce mobile emissions. The MDAQMD has issued this Call for Projects (CFP) to solicit proposals for projects that will: 1) reduce air pollution emissions from motor vehicles; or 2) establish public education programs that support, and do not duplicate, any of the MDAQMD's efforts relative to reduction of pollution from motor vehicles. Projects funded under this program should assist the MDAQMD in attaining the requirements of the California Clean Air Act. Funding available under this CFP is approximately \$600,000.

Public and private entities are encouraged to submit proposals either as a sole or joint applicant. Because successful applicants must enter into explicit contracts with the MDAQMD, all applicants must be legal entities.

Submitted proposals will first be screened by MDAQMD staff to ensure that they comply with all minimum qualification requirements. The Mobile Source Emission Reductions Committee will then review qualifying proposals and recommend one or more projects to the MDAQMD Governing Board for funding.

### II. CFP PROCESS SCHEDULE

DATE	<u>EVENT</u>
November 1, 2004	CFP available
December 29, 2004 4:00 p.m.	Proposal submission deadline
February 28, 2005	Committee issues recommendations to MDAQMD Governing Board
March 28, 2005	Governing Board approves or rejects recommendations
April 2005 – June 2005 <sup>1</sup>	Contract preparation & execution

### III. FUNDING SOURCE

Assembly Bill 2766 (Sher, 1990) authorized air pollution control districts and air quality management districts to impose a \$1 to \$4 motor vehicle registration fee to provide funds for air

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<sup>1</sup> Dates are approximate and subject to change.

districts to meet new responsibilities mandated under the California Clean Air Act (CCAA). As codified in the California Health & Safety Code (H & S Code) §§44220 et seq., AB 2766 states that the fees shall be used to support programs that reduce air pollution from motor vehicles and for related planning, monitoring, enforcement and technical studies necessary to implement the CCAA.

On June 30, 1995, the California Air Resources Board (ARB) approved and submitted a report to the California State Legislature regarding the AB 2766 fee program. This report included proposed criteria and guidelines for districts to use in their allocation of the motor vehicle registration funds. These guidelines suggest that at least 50 percent of the total funds in a region should be used for projects that directly reduce mobile source emissions.

The MDAQMD Governing Board has allocated 25% of available AB 2766 funds for a recurring competitive grant program. On August 23, 1999, the MDAQMD Governing Board approved the latest version of the Mobile Source Emission Reductions Program Work Plan, and this CFP has been prepared to conform to the provisions of the Work Plan. The projected funding allocated for this CFP is approximately **\$600,000**. The amount available for these projects may be reduced if the revenues have been overestimated.

#### IV. ELIGIBLE PROJECTS

Except as specifically limited below, any project that would result in reduction of emissions from motor vehicles, reductions in vehicle miles traveled, reductions in vehicle trips, or a public education or other program that supports any of the above ends is potentially eligible for funding. Projects that may, in the Committee's view, have the effect of duplicating MDAQMD activities may be eliminated from consideration. Types of projects which may be funded include, but are not limited to:

- Alternative fuel/electric vehicle infrastructure development
- Purchase or lease of clean fuel/electric vehicles, or repowering existing vehicles to operate on alternative fuel. Program funding limited to incremental cost of the alternative fuel technology or an amount not to exceed 25% of the total project cost, whichever is greater.
- Implementation and maintenance of local arterial traffic management, including, but not limited to, signal timing, transit signal preemption, bus stop relocation and "smart streets"
- Implementation of rail-bus integration and regional transit information systems
- Transit projects such as free downtown shuttle service or subsidizing transit passes
- Parking management

- ⇒ Park and Ride Lots
- ⇒ Implementation of demonstration projects in telecommuting, video conferencing, and alternative fuel vehicles
- ⇒ Implementation of a smoking vehicles program
- ⇒ Implementation of a vehicle scrap program
- ⇒ Public education programs

Applicants should observe the following guidelines in developing proposals: For alternative fuel vehicle purchases/leases, the funding request may not exceed 25% of total vehicle cost or the incremental cost of the alternative fuel vehicle over a conventionally fuelled vehicle, whichever amount is greater. When a conventionally fuelled vehicle is replaced under this program, that vehicle or a similar vehicle must be removed from service within MDAQMD boundaries. The MDAQMD supports infrastructure projects which make alternate fuels available to the consumer market.

The following projects will **not** be eligible for Mobile Source Emission Reductions Program funding:

1. Projects required as mitigation by an environmental document under the California Environmental Quality Act or National Environmental Policy Act.
2. Projects to comply with or implement a mandatory requirement of an existing MDAQMD regulation.
3. Proposals for street or road paving or sidewalk construction.

**Special Note:** Projects funded with Mobile Source Emission Reductions Program funding cannot generate Emission Reduction Credits (ERCs) pursuant to MDAQMD Regulation XIV.

## V. PROPOSAL EVALUATION PROCESS

Proposals will be evaluated based upon the criteria outlined in Section VI. The evaluation criteria are included in the CFP to provide the proposer additional guidance as to the particular components for the proposal that will be evaluated. At the completion of the evaluation process, the Committee will submit a list of successful bidders and the amount of funding recommendation for each proposal to the MDAQMD Governing Board for approval.

**NOTE:** All Committee meetings are open to the general public. Public comments pertaining to any item on the agenda will be heard at the time of discussion of the agenda item. Public comments not pertaining to agenda items will be heard during the public comment period.

**NOTE:** Applicants are discouraged from discussing their projects with Committee members. No Committee member will participate in or influence the decision to recommend or reject a

proposal, when the Committee member is an officer, an employee or otherwise represents the proposal applicant.

## VI. EVALUATION CRITERIA

There are numerous evaluation criteria which may be applied to proposals. Of these, certain criteria may only be applicable to specific kinds of proposals. The following are the standards which the Committee will consider, with Quantifiable Emission Reductions and Cost Effectiveness ranked most highly:

1. Quantifiable Emission Reductions - Are there any quantifiable emissions reductions from the project? If so, to what degree can the project be relied upon to yield the forecasted emission reductions? Finally, how large are the projected emission reductions and what is their expected duration?
2. Cost Effectiveness - Is the project more or less cost effective than comparable projects?
3. Quantifiable VMT or Single Occupant Vehicle (SOV) Reductions - Are there quantifiable reductions in VMT, SOVs or vehicle trips from the project? If so, to what degree can the project be relied upon to yield the forecasted trip reductions? Finally, how large are the projected reductions in VMT, SOVs or vehicle trips?
4. Experience of Applicant - What level of experience does the applicant have which is applicable to the proposal?
5. Broad Based Application - Does the project contribute to the availability and widespread use of new or existing technology?
6. Dedicated Co-Funding - Is a portion of the proposed project funded through other sources, thereby allowing for leveraging of Program funds? If so, what is the ratio of Program funds to funds from other sources?
7. Creativity - Does the project implement creative, innovative ideas that either:
  - a) put to productive use a relatively untapped, low-cost, low-polluting transportation mode; or
  - b) achieve a transportation goal in a manner that helps to reduce motor vehicle emissions.
8. Multi-Organization Cooperation - Does the project involve participation by two or more organizations?
9. Proposal Quality - How do the proposal's format, organization and content measure up against comparable efforts?

10. Degree of Closure - Does the project have a discrete endpoint? If not, is the proposal for funding a new project or ongoing operations?

## VII. PROPOSAL SUBMITTAL REQUIREMENTS

☞ Proposers must provide the information specified in Section VIII below. All applications must follow the format outlined below and all requested information must be supplied:

☞ Submit 10 complete copies of the application package. At least one copy of the application must be unbound (not stapled). Applications are due no later than 4:00 p.m. on December 29, 2004. Postmarks are not accepted. Faxed or E-mailed proposals will not be accepted.

☞ No covers of any kind.

☞ All proposals must be clearly printed or typed.

☞ Proposals should be directed to:

Jean Bracy, Director, Administrative Services  
Mojave Desert Air Quality Management District  
14306 Park Avenue  
Victorville, CA 92392

### **LATE PROPOSALS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

Grounds for Rejection - A proposal will be rejected if:

1. It is received at any time after the exact date and time set for receipt of proposals.
2. It is not received at the specified location.
3. It is not signed by a responsible representative of the project proponent.
4. Any of the contents described in Section VIII are not provided in the application.
5. The proposal does not meet the criteria described in Section IV.
6. The committee determines that the project is ineligible.

Disposition of Proposals - The Committee reserves the right to reject any or all proposals. All proposals become the property of the MDAQMD. Proposals are valid only during the current funding cycle that the proposals are submitted.

Modification or Withdrawal - Once submitted, proposals may **NOT** be altered except at the request of MDAQMD. Additional information will not be accepted after the proposal is submitted. Project proponents should inform MDAQMD immediately if there is need to withdraw a proposal.

NOTE: Some proposals may be reduced in scope and/or funding level so that a greater number of proposals may be approved. Large projects should be presented in segments so that portions of a proposal may be easily approved for funding. The Committee reserves the right to

recommend for approval to the MDAQMD Governing Board only a portion of the project proponent's scope of work and funding request. In this case, the proponent may be requested to submit a revised work statement, schedule of deliverables, and cost breakdown.

## VIII. CONTENTS OF PROPOSALS

All proposals must be submitted in the following format:

**■ Cover Letter** - Must include the name, address, telephone number and project contact person, and be signed by the person or persons authorized to represent the proposing entity. For proposals from more than one entity, a letter of support or memorandum of understanding from all proposing entities must be included in the application.

**■ Emission Benefits/Cost Effectiveness** - Identify the objective(s) of the proposal and describe the scope of work of the proposed project. This section should clearly state the estimated emission reductions, vehicle miles traveled (VMT) reductions, vehicle trip reductions, or persons served. Reductions should be quantified on an annual basis and also projected long-term if applicable. Calculations and assumptions necessary to derive and support these estimates shall be included.

**■ Project Organization/Background** - Describe the proposed management structure and project monitoring procedures. Provide a brief description of your organization, agency or firm and an explanation of its need for Mobile Source Emission Reductions program funding for the proposal. Specify the proposing entity's qualifications to carry out the project. Designate the individual (and, if the project is a joint venture, the organization) who will administer the project. If subcontractors are to be used on the project, identify them and state their qualifications. If subcontractors have not yet been identified, state the specific qualifications that they must meet.

**■ Work Statement** - Describe separately each phase of the work to be performed. List tasks within each phase of work and describe as necessary. State the sequence of work activities and provide an estimate of the time needed for completion of the project. Include all relevant information regarding: a) the technology involved in the project; and b) the parties involved in the project.

**■ Funding Request/Breakdown of Cost** - Briefly define the proposal to be funded. Specify whether the proposal is for funding of a new program, expansion of an existing program, or ongoing operations. Also indicate whether the proposal is for a short term project that is part of a long term ongoing program. Include the amount of money requested from Program funds, and the amount of money available from each co-funding source. State clearly the total project cost. It is recommended that proposals be presented in segments in the event the Committee cannot recommend full funding of your proposal. Indicate total project costs, including but not limited to the following:



- Estimated costs by task.
- All sources of funds, including the Program funds. Identify all direct and in-kind (non-monetary) contributions and state their source.
- Provide a letter of commitment (included as part of the application) from each co-funding source that indicates the status of the funds designated for the project. Any funds that are designated in the application as matching funds must be available when the grantee enters into a contract with the MDAQMD. **Do not send letters of support to the MDAQMD or the Committee. All correspondence must be included in the application.**

NOTE: If identified matching funds are no longer available it may be grounds for elimination of the project from consideration.

■ Schedule of Deliverables/Monitoring Program - Provide a list of all work products or deliverable items and their anticipated dates of delivery. The schedule should not extend past more than one year after the date of contract execution. A monitoring program is required for all projects. Describe how the project objectives will be measured and reported.

## IX. CONTRACT PREPARATION AND FUNDS DISTRIBUTION

Contract preparation will begin immediately upon approval of projects by the MDAQMD Governing Board and will be reviewed by both the District Counsel and the Director of Administrative Services. Those projects that are chosen for funding will be required to complete a contract with the MDAQMD as a condition of receiving funds.

Prior to receiving any funds, the MDAQMD will provide the grantee with one final copy of the signed contract and written instructions on how to request funds. Generally, funds will be released on a reimbursement basis. Furthermore, prior to receiving any funds, the grantee must provide the MDAQMD with the following documents:

1. Verification of appropriate signing authority. The signing authority must be the person authorized in the contract as the person who can act on all fiscal matters on behalf of the funded agency.
2. Verification of all insurance requirements identified in the contract. If self insured, a letter from a risk manager or the like will be acceptable.
3. Verification that any and all matching funds identified in the proposal are still available. The signing authority must provide formal documentation of the available matching funds.
4. Submission of a completed IRS Form W-9. IRS Form 1099 will be issued for all incentive funds received under the MDAQMD Mobile Source Emission Reduction Program. It is each

grantee's responsibility to determine the tax liability associated with participating in the MDAQMD Mobile Source Emission Reduction Program.

The contract will require the applicant to perform adequate record keeping to substantiate the usage levels associated with the project. The scope and duration of necessary record keeping will vary depending upon the nature of the project. The contract will also include requirements for monitoring and reporting by the project proposer. The MDAQMD reserves the right to conduct a fiscal audit to ensure appropriate expenditure of the funds.

Proprietary Rights - In general, all applications are public information. Proponents should limit submissions or proprietary information. Applicants wishing to propose the use of proprietary data developed solely at their own expense must **clearly identify** such data and the restrictions on its use in their proposals.

NOTE: All contracts (when appropriate) may include a requirement that grant recipients must identify that their project was funded in whole or in part by the MDAQMD.

## X. AUDIT PROCEDURES

Any entity that receives funds from the Program may be subject to an audit of each project funded. The audit may be conducted by staff of the MDAQMD or by an independent auditor selected by the MDAQMD. The MDAQMD will review the audit to determine if the funds were used for the reduction of air pollution from motor vehicles pursuant to the California Clean Air Act.

If the MDAQMD determines that the monies were expended in a manner contrary to law or not in accordance with contract provisions, the MDAQMD will notify the contractor of the determination, and within forty-five days, the MDAQMD's Governing Board will hold a public hearing at which the contractor may present information related to the expenditure of funds. After the hearing, if the Governing Board determines that the contractor has expended the funds in a manner that is contrary to law or not in accordance with contract provisions, MDAQMD shall withhold monies from the contractor in an amount equal to the amount that was inappropriately expended. MDAQMD may instead choose to seek reimbursement of funds inappropriately expended.

## XI. IF YOU NEED HELP

MDAQMD staff members are available to answer questions during the application preparation period. Please direct inquiries to Roseana Navarro-Brasington, Transportation Program Coordinator at (760) 245-1661, ext. 5706. Requests for information may also be faxed to (760) 245-2022.